

IT Professional Technical Services Master Contract Program T#:902TS

Statement of Work (SOW) For Technology Services Issued By

Office of MN.IT Services

Project Title: Sunset Review Legislation Compliance

**Service Categories: Server – Application
(Design & Development)**

Business Need

The mission of the Minnesota Board of Nursing is to protect the public's health and safety through regulation of nursing education, licensure and practice.

A change to Minnesota Statute 214 (214.072) created several new requirements for reporting information on licensees to the public via its web site. The board currently provides a license verification system that allows employers or the public to retrieve information regarding Minnesota licensed nurses. The board needs to make modifications and enhancements to its front office (online) services as well as its back office (internal) systems to gather and the data required to comply with the Sunset Review Law and also display that data when required.

The Board is seeking qualified developer consultants who have the desired skill set with the experience to modify the Board's front office and back office systems to meet the statutory requirements. The estimated consulting hours to complete the project are between 200 and 250.

Project Deliverables

The required deliverables are:

- Perform business analysis and construct a Project Plan, which should specify the:
 - purpose, scope and objectives of this project
 - business and statutory requirements to be implemented
 - time line of development processes
 - Presentation of an application interface design document to display the requirement implementation in the new system.
- Work with MN.IT staff at HLB (health licensing boards) to test the changes before deployment to production systems.

- Required Changes are as follows
 - Minor wording changes to pages inside the board's web application
 - Minor changes to hyperlinks inside the board's web application
 - Modify the board's front office and back office systems to allow entry of a business address in addition to the contact address already present. Fields required for the business address are
 - Name of Business
 - Address line #1
 - Address line #2
 - City
 - Zip Code
 - Country
 - History
 - Collection of the business address must be accomplished in the following application types
 - Licensure by Exam
 - Licensure by Endorsement
 - Renewal
 - Reregistration
 - Each application type will include additional text (provided by the board) that explains the business address requirement
 - Each application type will include a check box where the applicant can certify "I certify that I am not currently in workforce related to my practice, and I don't have a business address related to my practice." The business address fields must be mandatory unless the applicant checks this certification.

Project Milestones and Schedule

- Estimated start date: January 2, 2014
- Development, validation, testing completed: January 31st 2014
- Go Live to production: February 3rd, 2014
- Post production support: February 3rd to February 28th, 2014

Project Environment (State Resources)

- The executive Shirley Brekken, Executive Director of the Minnesota Board of Nursing is, is the projects executive sponsor.
- A project manager will be pointed by the State prior to project being started.
- It is expected that the selected contractor will work onsite at the Board's office location unless offsite work is determined suitable by the state designated project manager and with the agreement of the project sponsor.
- The selected contractor will work side by side with key MBCE/MN.IT staff assigned to the project.
- MBCE will provide appropriate work space, computer, software and network access for onsite work needs.

Agency Project Requirements

- The selected contractor's work must comply with project standards
- The selected contractor should coordinate his/her work schedule with the state's project manager and stakeholders from the board.

Responsibilities Expected of the Selected Contractor

- The selected contractor will follow the MN.IT Services at MMB change management process, and report to the project manager and project sponsor.
- The selected contractor must work collaboratively with state staff to assure that he/she understands the boards's business processes and statutory requirements.
- The selected contractor will be required to sign a confidentiality agreement in which they agree to protect data according to state and federal mandates and the Data Practices Act.

- The selected contractor should attend project status meetings with the project manager and other state staff to provide updates on the project progress, to discuss any functionality issues and/or ideas that may positively or negatively impact the deliverable.

Required Skills

- 7+ years Microsoft Visual Studio, ASP, .NET/ VB.NET development and .NET framework.
- Experience in Microsoft SQL Server, Transact SQL, stored procedures and data transformation packages.
- 5+ years web services, javascript, HTML, XML development.
- Excels in oral communication and in creating documentation.
- Ability to design interface and code, based on written business requirements and defect reports.
- Ability to work efficiently and effectively with the state staff
- Strong background in Power Builder, particularly version 6

Desired Skills

- Bachelor's degree in Information System/Computer Science.
- Familiar with Microsoft Team Foundation Server.

Process Schedule

- | | |
|--|------------------------------|
| • Deadline for Questions | December 6, 2013, 4:00 p.m. |
| • Anticipated Response to Questions | December 9, 2013, 4:00 p.m. |
| • Proposals due | December 10, 2013, 2:00 p.m. |
| • Anticipated proposal evaluation begins | December 11, 2013 |
| • Anticipated proposal evaluation & decision | December 12, 2013 |

Questions

Any questions regarding this Statement of Work should be submitted via email by December 6, 2013, 4:00 p.m. CST to:

barry.smith@state.mn.us
Barry Smith
MN.IT @ Health Licensing Boards

The subject line of the response e-mail should be: "Question about MBN SOW".

Note that

- Responses sent to any other email address will not be considered.
- All questions regarding this statement of work should be directed only to Barry Smith.
- Questions will be answered by approximately December 9, 2013, 4:00PM CST. Questions and responses will be emailed to each perspective vendor.

Response Requirements

Responses should not primarily consist of standard company marketing information, but should be clear, concise, non-repetitive, professional, well presented information that focuses on addressing the requirements of the Statement of Work as succinctly as possible.

Requirements:

1) Introduction & Company overview:

The responses should include a one page Executive Summary which demonstrates the respondent's understanding of the services requested in this SOW and any problems anticipated in accomplishing the work. Vendor's primary contact person should be included.

2) Resumes of proposed developer(s):

Resumes must address the Required Skills and Desired Skills set forth in this statement of work, education/training records related to software development, experiences with previous clients' information.

3) References:

A list of three references for each developer from his/her previous clients. References must include name, company, title, phone number, and/or e-mail.

4) Required Skills:

The proposal shall demonstrate the developer's knowledge and abilities in the required skills.

5) Cost:

In a separate sheet, please state the company's name, proposed developer's hourly rate, and total cost of the project.

6) Required forms to be included

a) Affirmative Action Certificate of Compliance (if over \$100,000)

<http://www.mmd.admin.state.mn.us/doc/affaction.doc>

b) Affidavit of non-collusion

The form is listed in page 8 of this SOW.

c) Certification Regarding Lobbying

<http://www.mmd.admin.state.mn.us/doc/lobbying.doc>

d) Veteran-Owned/Service Disabled Veteran-Owned Preference Form, if applicable

The form is listed on page 9 of this SOW.

e) Resident Vendor Form

<http://www.mmd.admin.state.mn.us/doc/residentvendorform.doc>

Proposal Submission Instructions

Responses must be received no later than December 10, 2013, 2:00 p.m. Central Standard Time (CST) and must be submitted via email to MN.IT_Contracts@state.mn.us (Please note there is an underscore between MN.IT and the word Contracts.) (Subject Line of the email: SOW Response – Sunset Review Legislation Compliance. Responses sent to any other email address will not be considered.

It is the Responders sole responsibility to ensure that their submittal is received at the MN.IT_Contracts@state.mn.us email address by the response deadline. Responses received after the deadline will not be considered, regardless of any documentation showing when the response email was sent Proposals will be evaluated on "best value" as specified below.

Cost of preparing and submitting proposals

Vendors are responsible for all costs associated with the preparation and submission of a proposal. The State shall not bear any vendor costs related to the SOW, including negotiation costs incurred by the successful vendor.

Communications restrictions

Vendors must not communicate with any State employees or persons under contract with the State, concerning this SOW, except as provided for in this section. **Any attempt to make an unauthorized communication may result in the rejection of vendor's proposal.**

Proposal Evaluation

All responses received by the deadline will be evaluated by representatives of the board and MN.IT staff at Health Licensing Boards. Proposals will first be reviewed for responsiveness to determine if the minimum requirements have been met. Proposals that fail to meet minimum requirements will not advance to the next phase of the evaluation. The State reserves the right, based on the scores of the proposals, to create a short-listing of vendors who have received the highest scores to interview, or conduct demonstrations/presentations. Based on the score of the proposals, the state may choose to invite a short-listing of proposers receiving the highest scores to an interview. A 100-point scale will be used to create the final evaluation recommendation.

Mandatory Requirements (Scored as Pass/Fail)

The following will be considered on a pass/fail basis:

1. Proposals must be received on or before the due date and time specified in this solicitation.
2. Proposals must include all the requirements addressed in the "Proposal Content" section.
3. Proposals must demonstrate that the vendor has all skills in the Required Skills section

Evaluation Factors

The factors and weighting on which proposals will be judged are:

- | | |
|---|-----|
| 1. Company's background, understanding the project approach | 5% |
| 2. Knowledge & experiences with similar projects: | 10% |
| 3. The extent to which vendor is able to perform the Tasks and Deliverables based on the state's valuation against the required and desired skill set | 25% |
| 4. References and interview results (if interviews are conducted): | 20% |
| 5. Cost: | 40% |

This Statement of Work does not obligate the state to award a work order or complete the assignment, and the state reserves the right to cancel the solicitation if it is considered to be in its best interest. The Agency reserves the right to reject any and all proposals.

General Requirements

Proposal Contents

By submission of a proposal, Responder warrants that the information provided is true, correct and reliable for purposes of evaluation for potential award of this work order. The submission of inaccurate or misleading information may be grounds for disqualification from the award as well as subject the responder to suspension or debarment proceedings as well as other remedies available by law.

Indemnification

In the performance of this contract by Contractor, or Contractor's agents or employees, the contractor must indemnify, save, and hold harmless the State, its agents, and employees, from any claims or causes of action, including attorney's fees incurred by the state, to the extent caused by Contractor's:

- 1) Intentional, willful, or negligent acts or omissions; or
- 2) Actions that give rise to strict liability; or
- 3) Breach of contract or warranty.

The indemnification obligations of this section do not apply in the event the claim or cause of action is the result of the State's sole negligence. This clause will not be construed to bar any legal remedies the Contractor may have for the State's failure to fulfill its obligation under this contract.

Disposition of Responses

All materials submitted in response to this SOW will become property of the State and will become public record in accordance with Minnesota Statutes, section 13.591, after the evaluation process is completed. Pursuant to the statute, completion of the evaluation process occurs when the government entity has completed negotiating the contract with the selected contractor. If the Responder submits information in response to this SOW that it believes to be trade secret materials, as defined by the Minnesota Government Data Practices Act, Minn. Stat. § 13.37, the Responder must: clearly mark all trade secret materials in its response at the time the response is submitted, include a statement with its response justifying the trade secret designation for each item, and defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless the State, its agents and employees, from any judgments or damages awarded against the State in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives the State's award of a contract. In submitting a response to this SOW, the Responder agrees that this indemnification survives as long as the trade secret materials are in possession of the State.

The State will not consider the prices submitted by the Responder to be proprietary or trade secret materials.

Conflicts of Interest

Responder must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this request for proposals. The list should indicate the name of the entity, the relationship, and a discussion of the conflict.

The responder warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances which could give rise to organizational conflicts of interest. An organizational conflict of interest exists when, because of existing or planned activities or because of relationships with other persons, a vendor is unable or potentially unable to render impartial assistance or advice to the State, or the vendor's objectivity in performing the contract work is or might be otherwise impaired, or the vendor has an unfair competitive advantage. The responder agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to the Assistant Director of the Department of Administration's Materials Management Division ("MMD") which must include a description of the action which the contractor has taken or proposes to take to avoid or mitigate such conflicts. If an organization conflict of interest is determined to exist, the State may, at its discretion, cancel the contract. In the event the responder was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to MMD, the State may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime contractor, and the terms "contract," "contractor," and "contracting officer" modified appropriately to preserve the State's rights.

IT Accessibility Standards

Responses to this solicitation must comply with the Minnesota IT Accessibility Standards effective September 1, 2010, which entails, in part, the Web Content Accessibility Guidelines (WCAG) 2.0 (Level AA) and Section 508 Subparts A-D which can be viewed at:

http://www.mmd.admin.state.mn.us/pdf/accessibility_standard.pdf

Preference to Targeted Group and Economically Disadvantaged Business and Individuals

In accordance with Minnesota Rules, part 1230.1810, subpart B and Minnesota Rules, part 1230.1830, certified Targeted Group Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a six percent preference in the evaluation of their proposal, and certified Economically Disadvantaged Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a six percent preference in the evaluation of their proposal. Eligible TG businesses must be currently certified by the Materials Management Division prior to the solicitation opening date and time. For information regarding certification, contact the Materials Management Helpline at 651.296.2600, or you may reach the Helpline by email at mmdhelp.line@state.mn.us. For TTY/TDD communications, contact the Helpline through the Minnesota Relay Services at 1.800.627.3529.

Veteran-Owned Preference

In accordance with Minn. Stat. § 16C.16, subd. 6a, (a) Except when mandated by the federal government as a condition of receiving federal funds, the commissioner shall award up to a six percent preference on state procurement to **certified small businesses** that are **majority-owned and operated by**:

- 1) recently separated veterans who have served in active military service, at any time on or after September 11, 2001, and who have been discharged under honorable conditions from active service, as indicated by the person's United States Department of Defense form DD-214 or by the commissioner of veterans affairs;
- 2) veterans with service-connected disabilities, as determined at any time by the United States Department of Veterans Affairs; or
- 3) any other veteran-owned small businesses certified under section [16C.19](#), paragraph (d).

In accordance with Minn. Stat. § 16C.19 (d), a veteran-owned small business, the principal place of business of which is in Minnesota, is certified if it has been verified by the United States Department of Veterans Affairs as being either a veteran-owned small business or a service disabled veteran-owned small business, in accordance with Public Law 109-461 and Code of Federal Regulations, title 38, part 74.

To receive a preference the veteran-owned small business must meet the statutory requirements above by the solicitation opening date and time.

If you are claiming the veteran-owned preference, **attach documentation, sign and return the Veteran-Owned Preference Form with your response to the solicitation.** Only eligible veteran-owned small businesses that meet the statutory requirements and provide adequate documentation will be given the preference.

A "VETERAN-OWNED PREFERENCE FORM" is attached at the end of this SOW.

Foreign Outsourcing of Work Prohibited

All services under this contract shall be performed within the borders of the United States. All storage and processing of information shall be performed within the borders of the United States. This provision also applies to work performed by subcontractors at all tiers.

Affidavit of Noncollusion

State of Minnesota
Request for Proposals

Instructions: Please return your completed form as part of the Response submittal.

I swear (or affirm) under the penalty of perjury:

1. That I am the Responder (if the Responder is an individual), a partner in the company (if the Responder is a partnership), or an officer or employee of the responding corporation having authority to sign on its behalf (if the Responder is a corporation).
2. That the attached proposal submitted in response to the Board of Physical Therapy Request for Proposals (SOW) has been arrived at by the Responder independently and has been submitted without collusion with and without any agreement, understanding or planned common course of action with, any other Responder of materials, supplies, equipment, or services described in the Request for Proposals, designed to limit fair and open competition.
3. That the contents of the proposal have not been communicated by the Responder or its employees or agents to any person not an employee or agent of the Responder and will not be communicated to any such persons prior to the official opening of the proposals.
4. That I am fully informed regarding the accuracy of the statements made in this affidavit.

Authorized Signature

Responder's firm
name: _____

Print authorized representative
name: _____

Title: _____

Authorized
signature: _____

Date
(mm/dd/yyyy): _____

Notary Public

Subscribed and sworn to before me this:

_____ day of _____, _____

Notary Public signature

Commission expires (mm/dd/yyyy)

STATE OF MINNESOTA

VETERAN-OWNED PREFERENCE FORM

In accordance with Minn. Stat. § 16C.16, subd. 6a, (a) Except when mandated by the federal government as a condition of receiving federal funds, the commissioner shall award up to a six percent preference in the amount bid on state procurement to **certified small businesses** that are **majority-owned and operated by**:

(1) recently separated veterans who have served in active military service, at any time on or after September 11, 2001, and who have been discharged under honorable conditions from active service, as indicated by the person's United States Department of Defense form DD-214 or by the commissioner of veterans affairs;

(2) ~~veterans~~ with service-connected disabilities, as determined at any time by the United States Department of Veterans Affairs; or

(3) ~~any~~ other veteran-owned small businesses certified under section 16C.19, paragraph (d).

In accordance with Minn. Stat. § 16C.19 (d), a veteran-owned small business, the principal place of business of which is in Minnesota, is certified if it has been verified by the United States Department of Veterans Affairs as being either a veteran-owned small business or a service disabled veteran-owned small business, in accordance with Public Law 109-461 and Code of Federal Regulations, title 38, part 74.

To receive a preference the veteran-owned small business must meet the statutory requirements above by the solicitation opening date and time. When responding to a Request for Bid (RFB), the preference is applied only to the first \$500,000 of the response. When responding to a Request for Proposal (RFP), the preference is applied as detailed in the RFP.

If you are claiming the veteran-owned preference, **attach documentation, sign and return this form with your response to the solicitation.** Only eligible veteran-owned small businesses that meet the statutory requirements and provide adequate documentation will be given the preference.

I HEREBY CERTIFY THAT THE FIRM LISTED BELOW:

My firm is a certified small business and it is majority-owned and operated by an eligible person as defined by Minn. Stat. § 16C.16, subd. 6a.

☐ **Yes** ☐ **No** (must check yes or no) **State the type of documentation attached:** _____

DOCUMENTATION MUST BE PROVIDED FOR ONE OF THE FOLLOWING REQUIREMENTS:

☐ (1) recently separated veterans who have served in active military service, at any time on or after September 11, 2001, and who have been discharged under honorable conditions from active service, as indicated by the person's United States Department of Defense form DD-214 or by the commissioner of veterans affairs;

State the type of documentation attached: _____

☐ (2) veterans with service-connected disabilities, as determined at any time by the United States Department of Veterans Affairs;

State the type of documentation attached: _____

☐ (3) any other veteran-owned small businesses certified under Minnesota Statute Section 16C.19, paragraph (d).

State the type of documentation attached: _____

Name of Company: _____ Date: _____

Authorized Signature: _____ Telephone: _____

Printed Name: _____ Title: _____

IF YOU ARE CLAIMING THE VETERAN-OWNED PREFERENCE, ATTACH DOCUMENTATION, SIGN AND RETURN THIS FORM WITH YOUR RESPONSE TO THE SOLICITATION.]